Chapter 18

Self-Audit Checklist

SECTION 2	STORAGE AND HANDLING		
Are all hazardous waste containers closed and properly labeled?	□YES □ NO	COMMENTS:	
Containment: Hazardous waste containers must be kept closed during transfer and storage, except when adding or removing wastes. Labeling: Containers must be labeled with the words HAZARDOUS WASTE, name and address of the generator, physical state and composition of the waste, hazardous properties, and accumulation start date.			
Are all hazardous waste containers in good condition?	□YES □ NO	COMMENTS:	
Hazardous waste containers must be inspected weekly. Containers must be maintained so they are in good condition, managed to avoid ruptures, compatible with their contents, properly labeled and closed and inspected weekly. Check the container condition and verify that it has an accumulation start date. Repackage damaged containers to prevent spills.			
Is your shop maintained and operated to minimize the possibility of fire, explosion, or release?	□YES □ NO	COMMENTS:	
Make safety and good housekeeping part of your daily activities. Ensure that hazardous waste containers are: protected from sources of ignition; compatible with the wastes stored in them; and kept closed and in good repair. When possible, provide secondary containment for drums to catch any potential spills.			
Is the hazardous waste storage area inspected weekly?	□YES □ NO	COMMENTS:	
Hazardous waste storage area must be inspected weekly . Look for deteriorating containers, faded labels, proper separation of incompatible wastes and property lines, access to the area, availability of emergency and spill control equipment.			
Are ignitable wastes stored at least 50 ft from the property line?	□YES	COMMENTS:	
Ignitable wastes must be stored at least 50 feet from property lines. This requirement applies to large quantity generators. Ignitable waste must be grounded when material is being added or removed. Contact your local fire department for their requirements regarding flammable waste			

Chapter 18

Self-Audit Checklist

SECTION 2 (continued) STORAGE AND HANDLING			
Are incompatible wastes stored in separate containers that are compatible with the waste?	□YES □ NO	COMMENTS:	
Store waste in containers compatible with the waste. Store away from other incompatible wastes. Any container used to store hazardous wastes must be compatible with the material being stored to prevent container from becoming damaged by its contents. Make sure that incompatible wastes are not mixed in the same container. This may cause a reaction that can seriously hurt an employee.			
If spilled, are hazardous wastes immediately cleaned off the floor surface?	□YES	COMMENTS:	
	□ NO		
Clean up spills as soon as they occur. Be sure to use personal protective equipment such as gloves, goggles, face splash shields, as necessary for spill clean-up activities. Properly dispose of all hazardous waste generated from spill clean up.			
Are all wastes accumulated within	□YES	COMMENTS:	
their permissible accumulation times: 90, 180 or 270 days?	□NO		
90 day rule: If you generate more than 1,000 kg of hazardous waste in a calendar month, you must dispose of your hazardous waste within 90 days.			
180 day rule: If you generate less than 1,000 kg of hazardous waste in a calendar month and never exceed a total quantity of 6,000 kg at your shop you may accumulate and store hazardous waste for up to 180 days.			
270 day rule: The same quantity limits as above applies; however, if you send your waste for disposal to an authorized disposal facility farther than 200 miles from your shop, a small quantity generator you may store the waste for up to 270 days. The 270 days does not apply to large quantity generators.			
Are all hazardous materials	□YES	COMMENTS:	
properly contained? Are hazardous materials repackaged when their containers are damaged?	□NO		
All hazardous materials must be properly packaged and labeled while in use and storage. Check containers periodically to ensure they are in good condition. Promptly repackage hazardous materials in rusted, cracked or other containers that are not in good repair. Remember to label new containers with contents.			